



Bulletin on budget planning for GRC Grant applications

15 September 2022

Fundamentals

Budget planning is generally the responsibility of the applicants. During the application review, reductions in the budget may be made, on which the decision then is based. Furthermore, the funds granted are tied to the specific purposes indicated. This means that the funds granted can only be used in accordance with the budget submitted. Smaller changes within the budget areas are often unavoidable and can be made without further notice. However, larger reallocations of the requested budget items must be communicated to – and approved by – the Graduate Campus Office. It is therefore important that you plan your budget realistically. To help you do this, some general calculation guidelines are listed below. They are intended as a reference to help you set up your budget and should allow you to make the best possible use of the available funding. They are general approaches. The funding applied for as well as the approved funding can of course differ from these. In case of doubt, a justification of deviating amounts increases the chances of their approval. Be transparent when submitting your application. If you have other sources of funding or are in the process of applying for funding from other sources, this will by no means reduce your chances of getting your application approved. However, point out that this is the case and attach a global budget to your documents, which also includes the costs that have not been applied for and provides information about their funding.

Expenses for experts

Travel and accommodation can be requested, regardless of the academic degree, for invited guests who actively contribute to the event. This usually means that they are listed in the event program with a presentation. They are to be counted as "experts" in the application form, along with the actively contributing guests living in or near Zurich.

When budgeting for travel expenses, be aware of possible program changes. If a guest unexpectedly has to cancel their participation, you should be able to cover a possible replacement with the same funds. Therefore, plan with average travel costs rather than minimum prices. This way, if necessary, you will be able to approach people in the range of similar travel expenses.

Travel

In principle, only economy class / 2nd class tickets will be approved. Exceptions require a convincing argumentation. Average ticket prices according to information provided by the suppliers are applicable.



Travel by train or other sustainable mobility solutions are preferred over air travel. For journeys taking less than 10 hours, travel by train is mandatory even if the ticket price of the train journey is to be estimated higher than that of a low-cost flight. If traveling by train is only compatible with the event program under the condition of an additional overnight stay, it is allowed to budget additional accommodation for this. However, this should be indicated in the budget and must also be proven in the final report. However, as a matter of principle, attention should be paid to the possibility of an efficient travel arrangement already during the program design. (Also see the information sheet "[Vademecum for sustainable event planning](#)").

Accommodation

Generally, accommodation within the range of 150 - 200 CHF per person and night can be applied for. Moderately priced offers are to be considered. You can obtain concrete information by consulting the published prices of hotels under consideration or by obtaining a non-binding offer. When doing so, clarify whether the hotel in question offers discounted conditions for UZH.

When choosing a hotel, make sure that your external guests can reach the event location as easily as possible and without additional expenses. Should the guests nevertheless be dependent on local public transport to reach the event location, single or day tickets from the VBZ can be budgeted for.

Expenses for representation ("Repräsentationsspesen": see [UZH expense regulations](#))

In general, no such expenses are approved. It is assumed that the expenses of academic guests - beyond the basic travel and accommodation costs - are covered by their home institution. Accordingly, no individual meal expenses can be requested for the guests.

Budgeted costs for gifts are generally not approved. If gifts are indispensable in certain situations, this must be justified and kept within moderate limits. As a rule, they should not exceed the amount of CHF 25.

Costs of the event

In the application form, you will estimate the expected number of people attending the event. This estimate, in combination with the number of invited speakers (the "experts"), serves to determine the amounts that can be budgeted for catering or conference materials.

Catering

The calculation of the costs for catering is based on the compensation of one coffee break per half day and a one-time conference dinner. Lunch contributions will not be considered.

For the estimated total number of persons attending, you may apply for CHF 10 per half day, CHF 20 per day and person. For the number of invited speakers (experts) as well as for the number of junior researchers involved in the organization (the applicants), a one-time conference dinner contribution of 60 CHF per person can be requested.



This is a calculation basis. The funds can also be used differently. For example, instead of a conference dinner with the experts and organizers, an apéro can be planned for all participants. However, the calculation of the contributions remains the same.

Conference material

The applicable amounts for conference materials depend on the individual needs and the type of event. However, they should be kept within the limits of what is indispensable.

Further information

Please also have a look at the "[Vademecum for sustainable event planning](#)".

If you have any questions or uncertainties, please contact our office:

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